Center for Student Involvement Student Organization Offices

GUIDELINES

It is the intention of A. K. Hinds University Center to provide space for diverse and active student organizations that represent all students of WCU. Attention will be given to student organizations that are active members of the academic community, provide an outlet for service to others, provide opportunities that reward honesty and integrity, promote stewardship of the natural and cultural environment, reflect a purposeful community, as well as promote the concerns and respect of diverse peoples and cultures.

UNIVERSITY CENTER SPACE ALLOCATION PROCEDURE

The University Center Advisory Board shall recommend the implementation of operating guidelines and procedures for the Center for Student Involvement. The University Center Advisory Board shall also evaluate and make recommendations for revisions to existing guidelines and procedures for the Center for Student Involvement.

Space Allocations

The UC Advisory Board shall recommend which student organizations shall be allotted office space in the Center for Student Involvement. This recommendation shall be approved or returned to the UC Advisory Board for revision by the Director of the University Center. Assigned space may vary from year to year.

Available Space

There are several types of space available for student organization use in the Center for Student Involvement. Student organizations may apply for one of the offices. The Center for Student Involvement includes:

- 11 secure offices varying in size to be assigned according to size and needs of student organizations (based on application).
- One small lounge spaces for informal meetings/relaxation.
- A conference room available for recognized student organizations, reserved on a first come first serve basis through the Information and Reservations Coordinator for the University Center.

Eligibility

Any affiliated student organization that is registered and recognized by the University that has not been allocated space in another area of Western Carolina University is eligible to apply for office space in the Center for Student Involvement. Applications must be submitted in the spring semester prior to the deadline set by the University Center Advisory Board. Notification of space allocation will take place prior to the last day of April. If an organization currently holds space in the Center for Student Involvement, it must re-apply for space for the following academic year.

Guidelines for All Space in the University Center

It is important to remember that holding an office space in the University Center is a privilege. As such, organizations are expected to utilize the space to its greatest advantage. Due to limited
space in the University Center, not all organizations that apply will necessarily receive an office space. However, the UC Advisory Board will determine the best use of the space using the following guidelines based on the information on the submitted applications.

The following criteria will be used to assist the Advisory Board:

1. Is the office space critical to the function of the organization?
2. How active is the organization (e.g., number of meetings, programs, events and newsletters)?
3. Did the organization register within the deadline established for recognition?
4. How many WCU students are involved in the organization, and what size space do they need to operate?
5. The extent to which the allocation will promote a diversity of interest within the student body.
6. The past history of the organization’s space utilization (if applicable):
   a. How often was the space used?
   b. Did the members of the organization maintain consistent office hours?
   c. Is the organization in good standing with the University?
   d. Was the organization’s former space maintained in accordance with the rules and regulations of the University Center?
7. Does the organization have other possibilities for office space on- or off-campus?
8. Potential benefits for the organization.
9. The extent of representation or service to the students of the University, and the extent to which such benefit is direct or indirect.
10. Organizations will receive space based on a majority vote of UC Advisory Board participants and the appropriate approvals.

Review Procedures

Organizations that receive space at the University Center will have periodic reviews throughout the academic year at a minimum of once per semester. Review sessions will assess the organization’s utilization of its office space and its compliance with the rules and regulations of the Center for Student Involvement, WCU Code of Student Conduct, and University Center Rules and Regulations. Additionally, the University Center Advisory Board will review the Office Use Log on a regular basis. Student organizations will be warned if they are not meeting expectations. Organizations that continue to not meet expectations may lose their space. The UC Advisory Board must approve any recommendation by a majority vote (51%). The Director of the University Center must approve the recommendations.

Allocation Timeline

Office space will be allocated during the spring semester for the following academic year. The office spaces shall be allocated to an organization depending upon its usage need. If there is an unallocated office, or if space opens up, then the allocation will be determined by the UC Advisory Board. Organizations must sign an agreement agreeing to the rules and regulations of the space prior to moving into their assigned space. If the organization fails to do so, it will not
receive office space. Agreements should be signed by April 30, 2010. A designated move-in date will be determined on or after the meeting with the UC Advisory Board. Occupation of space occurs after signatures on all pertinent forms are obtained. If an organization does not receive an office space for the following year, it will have five days to vacate the office space from the official notification.

Notification Process

Student organizations and their advisor(s) will be notified of the results after the allocation process has been completed. If an organization is approved for a space, a letter confirming the space, rules, and other pertinent information will be issued to the organization and must be signed by the president and advisor(s).

Integrity Statement and Procedure

Western Carolina University is committed to the equality of educational opportunity and does not discriminate against applicants, students or employees based on race, color, national origin, religion, gender, age, sexual orientation, or disability.
SPACE ALLOCATION AGREEMENT

It is understood that this agreement is entered between the A.K. Hinds University Center, Western Carolina University and ________________________________________.

1. **Timeline:** It is understood that this agreement runs from __________________ to ___________________.

   Moving out late will be documented in your organization file in the Center for Student Involvement and you may not be eligible to receive future space or use of the Center for Student Involvement.

2. **Terms of Eligibility:** To be eligible for an office in the University Center, the above listed organization must be registered and recognized by SGA. If your organization loses recognition during your use of an office in the University Center, then your organization shall be prohibited from using the Center for Student Involvement and will have five days to vacate the space.

3. **Furniture:** Each office shall be furnished with a desk, task chair, filing cabinet, two side chairs, and a phone. Organizations must supply their own computers and other office equipment. Furniture and equipment may not be removed without the permission of the Assistant Director for UC Operations.

4. **Liability:** The University shall not be held responsible for any loss or theft of property removed from an office. Furthermore, the University is not responsible for any damages that may occur within the office. Student organizations are responsible for repair of any damage beyond normal use and for any loss and theft of furniture.

**NON-COMPLIANCE RAMIFICATIONS**

Non-compliance with the University Center Office Policies contract may result in any of the following:

- **Infraction I:** Written reprimand (to be noted in organization’s file) and meeting with the Assistant Director for Campus Activities and the organization’s advisor(s). Automatically placed on probation for the remainder of the academic year.

- **Infraction II:** a letter stating that notice of eviction from the office will be sent to the organization’s officers and advisor(s). Vacate date will be within five (5) days from the eviction date. Organization(s) who have been evicted will not be allowed to obtain space in the University Center for at least two (2) semesters.
APPEALS
An eviction may be appealed to the Director of the A.K. Hinds University Center within five (5) business days from date of notice. The Director will have ten (10) business days to respond to the appeal. If the organization does not appeal, then it must vacate the office within five (5) business days of the notice of eviction. If an organization appeals and eviction is affirmed, it has five (5) business days to vacate the space from when the last decision was made. The organization wishing to appeal must do so in writing stating why their organization should not be evicted.

KEY POLICY
Each organization will have access to one key for its office.

- Each organization’s President will be able to check out one key to its assigned office for the semester(s) approved in its agreement.
- Organization members will need to obtain assistance to access their office. Access will be available only during University Center hours of operation. Access will only be given to students on a list provided by the President of the organization.

Regulations:
1. Keys are not to be duplicated.
2. If the key returned at the end of the agreement does not match the key number on file, or if the key is lost or stolen, then the organization will be billed $25.00 for replacement costs.
3. Each organization is responsible for the cost of lock replacement.

OFFICE TELEPHONES
The University Center will provide one telephone in each student organization office. All phones will be for local calls. Long distance calls must be made using a prepaid phone card purchased by the student organization. Phones are the responsibility of the assigned student organization and if damaged, lost, or stolen from assigned space, the student organization is responsible for the cost of phone replacement.
OFFICE POLICIES

1. The organization(s) responsible for the office is the name that is on the allocation form. No other organizations are to be housed in said office.
2. All organizations and their members must obey and adhere to the Western Carolina University Code of Student Conduct.
3. Organizations must serve a minimum of ten (10) office hours per week while classes are in session during the fall and spring semesters. By not holding the required minimum number of office hours, organization(s) may lose their space privileges. The only exception to this rule is when classes are not in session. Organizations will be asked to sign a log-in form when they are using their space and officers’ names and hours are to be posted on the door and on file with the Administrative Assistant in the Center for Student Involvement.
4. Organization(s) cannot build shelves or do other carpentry work in the office. Painting of walls, drilling of holes, and the application of wallpaper are prohibited. Any and all changes to offices or storage space must be approved by the Assistant Director for Operations. No adhesive stickers, decals, or signs may be attached to the door or the windows.
5. Damage beyond normal usage to an office or workspace will be charged to the organization responsible for said damage. Cost will be determined by the Facilities Management cost of repairs. Each room will be inspected and damages noted at the beginning and end of the agreement.
6. Due to fire code regulations, and the possibility of a fire, organizations may not use candles, incense, or any item with an open flame in their office. Students may not tamper with air ducts, heating units, or fire sprinkler systems.
7. Alcohol, illegal drugs, smoking, or unprofessional behavior are not allowed in offices. Organizations should maintain a courteous atmosphere when using the Center for Student Involvement.
8. No individual (or organization) utilizing space in the UC is permitted to remain in the building after it closes. Persons found to be in offices after the building has closed may lose their office privileges.
9. The Center for Student Involvement will be open in accordance with the University Center hours. The workroom and other services will only be available when student or professional staff is available. Hours will be established for each semester and will match the UC hours of operation.
10. Each organization officer, member, and guest is responsible for abiding by the Center for Student Involvement Office Rules, Key Policy, and other pertinent regulations.
11. The workroom will provide markers. However, banner material and paper must be provided by the student organization or purchased from the Center for Student Involvement.
12. Western Carolina University, the University Center, and the Center for Student Involvement are not responsible for loss of property by student organizations or individuals utilizing this space. Students are encouraged to secure all items.
13. Each student organization is responsible for the furniture and equipment in its assigned space. Damage to furniture and equipment beyond normal wear and tear will result in the organization being billed for damages. Lobby furniture may not be taken from common space in the University Center into private offices.
14. Space will be assigned or re-assigned based on particular needs and size of organizations. Organizations may or may not receive the same space from year to year.
15. Each organization is responsible for keeping their office area neat and clean.

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**AGREEMENT**

I, the undersigned, agree to abide by the Code of Student Conduct of Western Carolina University and the guidelines set forth in this document. I understand that I will be held responsible for the actions of organization members in our office space and agree to share this information with them and all other organizational officers.

I, ________________________________, as representative of ________________________________, do hereby accept and agree to the terms of this agreement.

Date:________________________
Signature:______________________________
Organization: ________________________________
Staff Witness: ________________________________
Advisor Signature or Email Verification: ________________________________

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**For UC Staff only:**

☐ Approved for: ☐ Not Approved

Office space #_____________________